

**Town of Stafford
Water Pollution Control Authority'
Regular Meeting
Thursday, December 18, 2017
5:30 P.M. - Veteran's Meeting Room**

Members Present: Chairman B. Allen Warren; David Walsh; Scott Bonett; Douglas Fassett;
Roger Thomas

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager;
Timothy Webb, Town of Ellington

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1. Call To Order
2. Election of Chairman
3. Election of Vice Chairman
4. Minutes of November 16, 2017
5. DEEP Update- Scope of Study (Wright-Pierce); I/I Phase II
6. Staff Reports- Manhole Sealing; Year in Review
7. New Business- Operator I Position; UV Control Panel; SCADA Update; Budget; Repaint 1997 F-350
8. Old Business- Tank Trailer; Filter Rehab; Rte. 190 Pump Station; West St. Line Replacement;
Mountain St. Line Replacement
9. Collector of Revenue Report- Review of Department Finances; Transfers; List of Delinquent Users
10. Legal- Foreclosures
11. Adjournment

1. Call To Order

Vice Chairman Warren called the meeting to order at 5:33 p.m. A quorum was established.

2. Election of Chairman

Mr. Hartenstein announced Mr. Burns's resignation from the WPCA.

Mr. Fassett moved to add to the agenda 'election of chairman' due to Mr. Burns's resignation from the WPCA, and Mr. Walsh seconded the motion. Motion carried with a 5-0-0 vote.

Mr. Walsh nominated Mr. Warren as chairman and Mr. Bonett seconded the nomination. Motion carried with a 5-0-0 vote.

3. Election of Vice Chairman

Mr. Bonett nominated himself as vice-chairman and Mr. Walsh seconded the nomination. Motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

4. Minutes of November 16

Mr. Walsh moved to accept the minutes of November 16, 2017, as read and Mr. Fassett seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

5. DEEP Update

- Scope of Study- Wright-Pierce

The board discussed the Johnson Memorial Hospital treatment plant upgrade and how this development affects the possibility of WPCF expansion.

Mr. Fassett moved to table the scope of study for the facilities evaluation project, until further notice. Mr. Thomas seconded the motion and the motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

- I/I Phase II

Mr. Hartenstein met with representatives from Weston & Sampson Engineers and CT DEEP on Friday, December 15. Phase II of the Inflow/ Infiltration discovery and repair project has been approved by the DEEP. Weston & Sampson will begin smoke testing, home inspections, and other methods of I/I detection in spring 2018. A revised contract will be presented to the board next month for approval.

6. Staff Reports

- Manhole Sealing

Three leaking manholes on Tolland Avenue, Furnace Avenue, and Pinney School Road, were sealed by Inland Waters, Inc. to stop ground water infiltration.

- Year In Review

Mr. Hartenstein distributed a summary of projects and events at the WPCF for 2017.

7. New Business

- Operator I Position

WPCF staff received ten applications for the open entry level position, for which a CDL is required. Four applicants were contacted for interview, and two candidates responded. One interviewed applicant has a Grade II wastewater operator license but no CDL. The other applicant, Paul Burns, Jr., has a CDL and is independently preparing to take the Grade I wastewater operator's exam.

Mr. Walsh moved to hire Paul Burns, Jr., for the entry level position, for a probationary period of six months, contingent on a successful background check, drug test, driver's test, and acquiring a Grade I wastewater operator's license within two years of hire. Mr. Thomas seconded the motion and the motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

- UV Control Panel

CDM Smith is still compiling data for the upgrade of the UV control panel.

- SCADA Update

One of the SCADA computers failed recently and Mr. Hartenstein would like to replace all of them, as the hardware is seven years old and the operating system is no longer supported by Microsoft.

No decisions were made regarding this item.

- Budget

Mr. Hartenstein distributed copies of a preliminary budget for fiscal year 2018-2019, and explained the proposed changes, including hiring another employee in April 2018 and painting the clarifiers.

No decisions were made regarding this item.

- Repaint 1997 F-350

The 1997 F-350 is beginning to rust slightly and Mr. Hartenstein would like to have it repaired, including sandblasting and repainting as well as replacement of the front fenders and cab corner. Of the four auto body shops in town, only two responded to the request for quotes.

Mr. Bonett moved to engage Route 19 Auto Body shop to re-paint the 1997 F-350 owned by the WPCF, at a cost of \$1,700. Mr. Thomas seconded the motion and the motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

8. Old Business

- Tank Trailer

The new tank trailer is set to arrive on December 25.

- Filter Rehab

Mr. Hartenstein distributed a financial breakdown of the filter rehab project, obtained from Wright-Pierce Engineers. The cost is estimated at \$446,000 plus materials, but this is not a final cost. Representatives from Wright-Pierce have inspected and gathered data from the filters and will continue to work on the construction plans.

- Rte. 190 Pump Station

This pump station upgrade has been put on hold until further notice.

- West St Sewer Line Replacement

The board examined the provided photos of the West St sewer line, which is in poor condition and requires repair. Mr. Hartenstein has received a quote from Weston & Sampson Engineers for a scope of work for the repair project, to be delivered mid-February and to include data analysis, estimated cost of repairs, and recommended repair methods.

Mr. Walsh moved to engage Weston & Sampson Engineers, Inc. to prepare a scope of work for the repair of the West Street sewer line, with a cost not to exceed \$15,500. Mr. Fasset seconded the motion and the motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

- Mountain St Sewer Line Replacement

There has been no change in this item.

9. Collector of Revenue Report

- Review of Department Finances

Total collections for the month of November were \$166,061, and total expenses were \$71,301. The balance of the sewer reserve is \$399,307 and the balance of the sewer fund is \$1,257,578.

- Transfers

Ms. LaMorte presented a list of account transfers to the board.

Mr. Thomas moved to accept the following list of transfers as read and Mr. Bonett seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

TRANSFER REQUEST AS FOLLOWS:

| <u>From</u> | <u>To</u> | <u>Amount</u> |
|---------------------------------------|---|---------------|
| SEWER FUND | SEWER FUND | |
| 25-340-2125 (Commercial Lines Fee) | 25-340-2020 (Workmen's Compensation)) | \$ 696 |
| 25-340-2125 (Commercial Lines Fee) | 25-340-2123 (General Liability Policy) | \$ 61 |
| 25-340-2125 (Commercial Lines Fee) | 25-340-2127 (Auto Policy) | \$ 85 |
| 25-340-4103 (Utilities: Heat) | 25-340-4104 (Utilities: Diesel for Generators) | \$ 425 |
| SEWER RESERVE CAP. EXP. PASSBOOK | 25-340-7242 (CAP: Equipment) | \$ 103,100 |

- List of Delinquent Users

Ms. LaMorte collected \$54,731.94 in back fees from July 1, 2017 to November 30.

10. Legal

- Foreclosures

One foreclosure account is in-progress.

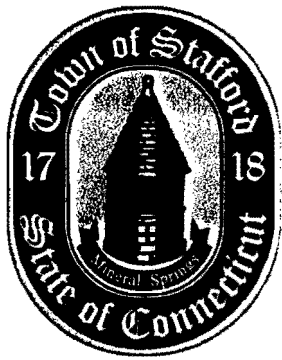
11. Adjournment

Mr. Fassett moved to adjourn the meeting at 6:45 p.m. and Mr. Walsh seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

Respectfully Submitted,

Blake Smith

Blake Smith
Recording Secretary



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2017 A Year in Review

As 2017 draws to a close, I remain honored to be a part of the WPCF and proud of the board members and staff for their efforts in overcoming the difficulties of this year. At the beginning of the year, Weston and Sampson's project engineer left the firm, causing concern among the WPCA because of only the engineer's familiarity with the WPCF. In the end, the WPCA awarded the Wastewater Facility Plan Update evaluation to Wright-Pierce Engineering. Weston and Sampson continued to work diligently on the inflow and infiltration in the WPCF's collection system. Reducing excessive leaks and illegal connections in the collection system will help reduce the number of nitrogen credits purchased from DEEP.

We completed some updates at the RT. 190 pump station including an installation of an odor control system by Evoqua Water Tech, rebuilding the emergency generator, and a monthly maintenance schedule to clean "flushable" rags out of the submersible pumps. The WPCF staff evaluated Meadow Lane pump station, which is 35+ years old. The WPCA decided to upgrade this station with new pumps that the WPCF staff installed. Replacement of the control panel and electrical components will be done in the near future.

During the hot summer months, there was excessive growth of an algae type plant in the effluent tank. This uncontrollable growth mass became lodged into the effluent filter underdrains. With the assistances of Wright-Pierce, the WPCF is updating the effluent filters, adding a screen, and installing a cover to the effluent tank to help reduce future problems.

The WPCA's Vac-Con sewer line cleaning truck chassis required numerous repairs and proved unreliable, leading the WPCA to purchase a new one from a different manufacturer. A special thank you to the Town's DPW garage for allowing the WPCF staff to use their similar truck while the new Vac-Con was being built. We took delivery of the new Vac-Con in May and it has been used on a weekly basis, keeping the sewer lines clean from roots and debris. Stafford, Ellington, and Vernon were lucky enough to receive an 80% grant and took delivery of the new Tri-Town CCTV truck. These new vehicles will be able to clean and inspect the sewer lines and be proactive in the maintenance schedules, while allowing for fewer sanitary sewer overflows and unexpected repairs.

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Updates to the collection systems were made throughout the year, including the replacement of 100 feet of sewer line on Bellrose Street, crack injection of leaky manholes and the replacement of many manhole frames and covers on the newly paved Furnace Ave.

The WPCF superintendent conducted an evaluation of sludge hauling. This evaluation focused on the possibilities of saving money by subcontracting the sludge hauling to a private contractor. It was found that keeping the sludge hauling in-house would be the most reliable and economical decision. Following this evaluation, the WPCA moved to replace the two 23-year-old 6,500-gallon tank trailers with one new 6,500-gallon trailer. The older tank trailers were sold and that money was returned to the town's general fund.

With the DEEP requirements on employment at a WPCF, certified professionals in this field are not always available for employment. The WPCA continues to look for certified operators to fill the vacancies.

Johnson Memorial Medical Center, WPCA staff, and officials of the Town of Stafford have continued to work toward a solution to comply with a consent order issued to JMMC by DEEP. An economical solution was reached which allowed JMMC to rebuild their own treatment facility instead of connecting to the town's POTW.

The WPCF staff continued to work diligently on collecting back sewer user charges, placing some accounts on payment plans, and collecting full payments from many others. After reviewing the long-term capital improvement projects for operation and maintenance at the WPCF, the WPCA board decided to increase the annual sewer user fees by twenty dollars per single-family units. The Stafford WPCA remains in the lowest third rate bracket, when compared to other WPCAs in the state.

As I mentioned in the beginning, the WPCF had a few difficulties in 2017, but with the help of a fiscally responsible, versatile WPCA board and a hard working WPCF staff, positive solutions prevailed. I look forward to continue working with the WPCA board members and the WPCF staff in 2018.

I would like to wish everyone a very Merry Christmas and a happy 2018.

Sincerely,

Rick Hartenstein
Superintendent WPCF

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